



Dear Small Business Vendor;

The State of New Jersey's Small Business Set-Aside program includes goals that 25% of state contract and purchase order dollars be awarded to Small Business Enterprises (SBE). Small Business Enterprise (SBE) registration will add your company's name to the state listing of vendors eligible to participate in these selected contract offerings.

Standards of Eligibility for "Small Business"

The state small business set-aside program's criteria, set forth in N.J.A.C. 12A:10 (N.J.A.C. 17:13) and N.J.A.C. 12A:10A (N.J.A.C. 17:14) is as follows:

- For Goods and Services Contracts under Chapter 10, Small businesses with no more than 100 full-time employees will be registered in one of the following 3 categories:
 - i. Small businesses whose gross revenues do not exceed \$500,000
 - ii. Small businesses whose gross revenues do not exceed \$5 million
 - iii. Small businesses whose gross revenues do not exceed \$12 million
- For State Construction Contracts under Chapter 10A, Small businesses with no more than 100 full-time employees will be registered as a company with gross revenues that do not exceed either \$1 million or the applicable annual revenue standards set forth in 13 CFR 121.201, whichever is higher.
- The business must be independently owned and operated, with management being responsible for both its daily and long term operation.
- Management owning at least 51% interest in the business.
- Must be incorporated or registered to do business in the State and have its principal place of business in New Jersey, defined when:
 - 51% or more of its employees work in New Jersey supported by paid New Jersey unemployment taxes.
 - 51% or more of its business operations/activities occur in New Jersey supported by income and/or business tax returns.
- The business must be a sole proprietorship, partnership or corporation with 100 or fewer employees in full-time positions, not including:
 - Seasonal and part-time employees employed for less than 90 days, if seasonal and casual part-time employment are common to that industry and
 - Consultants employed under contracts not related to the goods and services, which are the subject of the specific contracts for which the business wants to be eligible as a small business.

NJSAVI (New Jersey Selective Assistance Vendor Information) is a database designed to assist small, women and/or minority businesses that wish to do business with the State of New Jersey and the private sector. The NJSAVI marketplace aids in matching buyers and vendors for private contracting opportunities.

To be registered as a Small Business Enterprise (SBE) for State of New Jersey Small Business contracts and Set-Aside program and be listed in the NJSAVI marketplace, please complete the New Jersey Small Business Vendor Registration Form enclosed.

Notarize and enclose the completed application with a non-refundable check or money order in the amount of \$100 made *payable to NJ Commerce* and mail to:

New Jersey Commerce
Office of Business Services
20 West State Street 4th fl
PO Box 820
Trenton NJ 08625-0820
(609) 292-2146

(Over-night address)

New Jersey Commerce
Office of Business Services
20 West State Street 4th fl
Trenton, NJ 08608
(609) 292-2146

DO NOT SEND CASH

*Standard Industrial Classification (SIC) Codes can be obtained from www.OSHA.gov
**North American Industrial Classification System (NAICS) Codes can be obtained from
www.census.gov/epcd/www/naics.html

To identify your commodity codes, *visit the state treasury website at*
www.state.nj.us/treasury/purchase/commcode.htm
For construction craft codes, www.state.nj.us/commerce/smbus_constructioncodes.shtml

If you are seeking certification as a minority or woman-owned business enterprise and wish to obtain an application, call 1-888-239-1288, fax (609) 292-9145 or visit our website at www.newjerseycommerce.org and select drop down list Business Services than select MBE Cert.

If your business enterprise is not registered with the New Jersey Purchase Bureau to receive State bid opportunities; call 609-984-5396 or visit www.state.nj.us/treasury/purchase/bid/summary/bid.shtml

Should you have additional questions or require assistance in completing this form, it is recommended that you contact the **Small Business Development Center at (800) 432-1565.**

State of New Jersey Small Business Vendor Registration Form

Check one.

☐ **Initial Registration**

☐ **Registration Renewal**

Print or Type

Firm Name _____

D/B/A or T/A _____

Mailing Address _____

City _____ State NJ Zip _____

Provide full address of principal place of business

County _____

Phone _____

Fax Number _____

E-Mail _____

Website _____

Contact Person (M/F). _____

Title _____

Federal ID # _____

Social Security # _____

For Agency Use Only

Approved _____ Date _____ Int. _____

Disapproved _____ Date _____ Int. _____

AI Letter Sent _____ Date _____ Int. _____

Category _____ AGR _____

Referring Agency:

MBE/WBE _____ NJDOT _____ NJT _____

NY/NJ PA _____ SBDC _____

OTHER _____

Payment Included Yes No

Payment Date _____

Payment # _____

DO NOT WRITE IN THIS SPACE

ANSWER ALL QUESTIONS AND INCLUDE FEE OR APPLICATION WILL NOT BE PROCESSED

1. Describe the firm's major business operation(s). _____

2. Please provide the North American Industrial Classification System (NAICS) Code* that best describes your business _____
Visit www.census.gov/epcd/www/naics.html for code search by keyword. (6 digit codes)

3. Please provide your firm's gross revenue _____
for last three completed tax years. Year One Year Two Year Three

3a.. Date firm established ____/____/____ Firm Type: ☐ Corporation ☐ Sole Proprietorship ☐ LLC ☐ LLP ☐ Partnership

4. Is this firm independently owned and operated whereas the Management owns at least 51% and is responsible for both daily
and long-term operations? ☐ Yes ☐ No

5. Please provide a copy of the NJ Business Registration Certificate issued by the Dept. of Treasury/Revenue for this applicant.

6. Is the applicant's principal place of business in New Jersey as defined by:

☐ At least 51% of firm's current employees work in New Jersey supported by paid unemployment taxes

☐ Yes ☐ No

☐ At least 51% of this firm's business is conducted in New Jersey supported by NJ income and/or business tax returns

☐ Yes ☐ No

7. Total number of full time employees including owner(s) _____

An Applicant who fails to comply with specifically requested additional information or documentation shall be considered in non-compliance.

Please provide at least one code in Question #8 and/or #9. All codes are 5 digit codes. Codes should be entered for core business operations, only. Please note that these codes were revised on 9/04.

8. **Construction-related industry** list construction craft codes found at www.state.nj.us/commerce/smbus_constructioncodes.shtml (12 codes maximum)

9. **For non-construction related industries**, list applicable NIGP Commodity Codes/Goods & Services codes

Codes are located at www.state.nj.us/treasury/purchase/commcode.htm (12 codes maximum)

10. Ownership Information

Name of Owner(s)	Sex M/F	# Shares Owned	% Owned
			%
			%
			%
			%

THIS FORM MUST BE SIGNED, DATED AND NOTARIZED

I attest that this form has been completed as directed and that the information contained herein is true and accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result in the firm being disbarred from bidding on State contracts for a period of up to two years and in prosecution under New Jersey's fraud statutes and liability to attendant civil or criminal penalties.

Signature of President, Owner or Managing Partner

Printed Name

Title _____

Date _____ Phone _____

Executed for (name of company) _____

Printed Name

Sworn to me this _____ day of _____ 20 ____

Notary Public _____

Notary Seal

Optional Statistical Data

Based on the following guidelines do you consider your firm to be:

- *A sole proprietorship owned and controlled by a minority or woman.*
- *A partnership or joint venture owned and controlled by a minority or woman in which at least 51 % of the ownership is held by a minority or woman and the management and daily business operations of which is are controlled by one or more minorities or women*
- *A Corporation or other business entity authorized under the laws of the United States whose management and daily business operations are controlled by one or more minorities or women who own it, and which is at least 51% owned by minorities women or, if stock is issued, at least 51 % of the stock is owned by one or more minorities or women.*
☐ **Minority Owned** (☐ **Black** ☐ **Hispanic** ☐ **Asian** ☐ **American Indian**) ☐ **Women Owned**

Return completed registration form and \$100.00 application fee (check or money order) payable to " NJ Commerce" and return to:

New Jersey Commerce, Office of Business Services, PO Box 820, Trenton NJ 08625-0820

Application fee is non-refundable.

For State Bid Opportunities, please go to www.newjerseycommerce.org and select the drop down list "**BUSINESS RESOURCES**" and then select "**Contract Opportunities**"